

BOOKMARKS

S - B

To save time, you can bookmark your favorite reports. To create a bookmark, click the Star icon.

- From the Analytics Center,
 - Click the desired report
 - Click the Star icon
- The report will appear with the Star.

B - P

To use your bookmark, use the Bookmark feature in the Navigation pane. It will open with a list of your bookmarked reports.

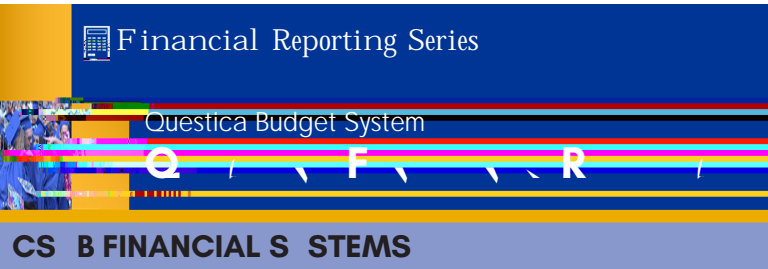
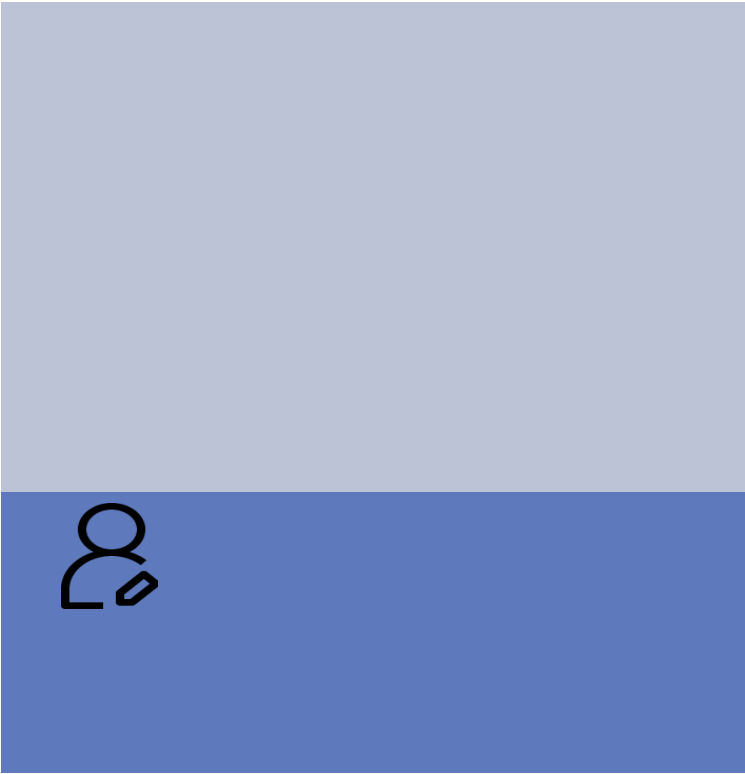
- In the Navigation pane, click Bookmarks
 - From the list, click the desired report
- Complete the parameters and click Run Report

REPORT PARAMETER SETS

S - R - R - S

Saving Report Parameter Sets will save you time. You can use them when running reports from the Analytic Center, the Auto-Fill, and Bookmarks.

- After you fill in the report parameters, click the Save icon



CSUB has 3 financial systems: Common Finance System, Finance Data Warehouse, and Questica Budget System. Each system address different purposes.

Q - F - R

Questica is a web-based system designed for budget information. It contains selected information from CFS. It allows you to run reports regarding your expense projections, fund balances, fund summaries, and more. Questica reports look more like a financial report as opposed to a report with financial information. Text appearing in red and negatives means bad, as they do in most Accounting systems. In the future, Questica will allow you to request changes for operating and position budgets.

C - F - Sx

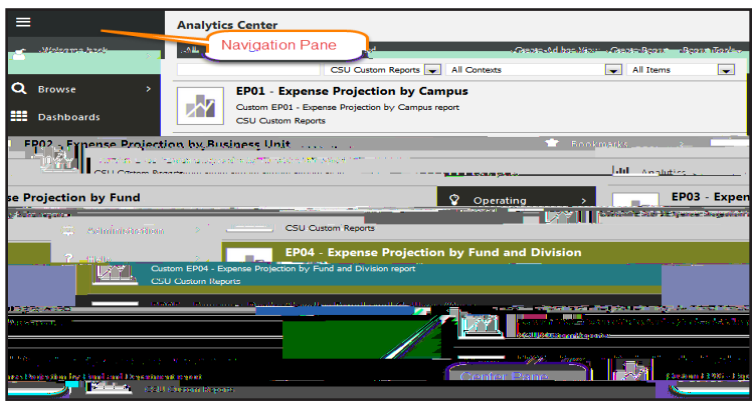
The Common Finance System (CFS) is our primary financial system. It is the system where our financial data is entered and stored. It is the system of record for all financial data. CFS is designed for handling transactions. It contains the most current information. CFS sends information to the Finance Data Warehouse and the Questica Budget system.

F - D - -

The Finance Data Warehouse is a reporting system shared throughout the CSU system. It contains a snapshot of selected information from CFS. It allows you to run reports containing financial information. However, the text colors and the signs on the numbers can be misleading.

QUESTICA ENVIRONMENT

The Questica interface consists of the Navigation Pane and the Center Pane. The Navigation Pane appears on the left. It allows you to move among the different Questica modules and features. Your selections in the Navigation pane determines what you see in the Center pane.

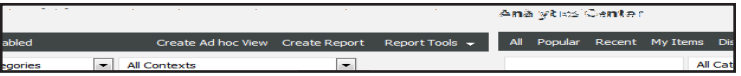


A - x - C

The Analytics Center contains the reports. Common elements in the Analytics Center are the Menu Toolbar, Report Tool bar, and the Report Layout

M - T -

The Menu Toolbar appears in the Analytics Center. From this toolbar, you can select your report category and access the Report Tools.



FINANCIAL REPORTS OVERVIEW

The Questica Budget System has financial reports designed specifically for the CSU. The 28 reports fall into 3 categories: Expense Projection, Fund Balance, and Fund Summary. For more information on these reports, please refer to the Q - F - R or QRG.

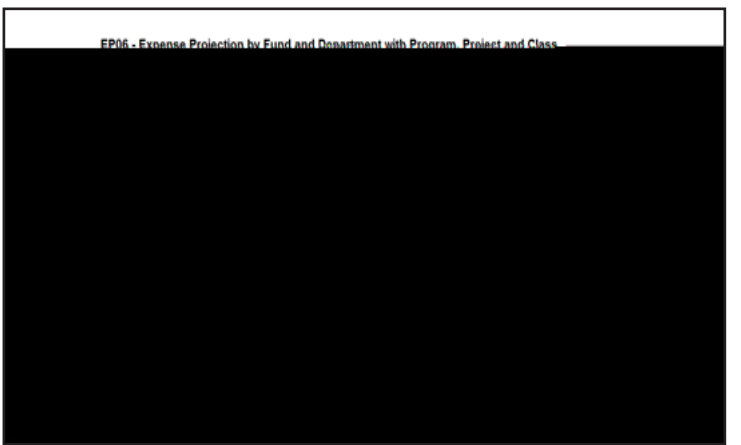
E - P -

The Expense Projection reports show your actual expenses and projected expenses for a specific fiscal year. From these 8 reports, you can determine what your actual expenses are and where your actuals will be by the end of the fiscal year. The projections used in these reports are determined by considering your spending patterns for the last 3 years for that fiscal period.

Expense Projection Reports

- EP01 - Expense Projection by Campus
- EP02 - Expense Projection by Business Unit
- EP03 - Expense Projection by Fund
- EP04 - Expense Projection by Fund and Division
- EP05 - Expense Projection by Fund and College/Area
- EP06 - Expense Projection by Fund and Department
- EP06 Expense Projection By Fund And Department Program, Project, Class
- EP07 - Expense Projection by Campus (Division)
- EP08 - Expense Projection by Bus

Sample Report



Fund Balance Reports

The Fund Balance reports allow you to see what is happening with a specific fund. It does not include budget information, just the actuals. These 6 reports show your actuals including beginning balance, total revenues, total expenses, transfers in/out, and ending balance for a specific fiscal year. They can be run for the Campus, Business Unit, Fund, Division, College / Area, and Department.

Fund Balance Reports

- FB01 - Fund Balance by Campus
- FB02 - Fund Balance By Fund Business Unit (Division)
- FB03 - Fund Balance By Business Unit
- FB04 - Fund Balance by Business Unit and Division
- FB05 - Fund Balance By Business Unit and College/Area

[FB01 - Fund Balance by Campus](#) [FB02 - Fund Balance By Fund Business Unit \(Division\)](#) [FB03 - Fund Balance By Business Unit](#) [FB04 - Fund Balance by Business Unit and Division](#) [FB05 - Fund Balance By Business Unit and College/Area](#)

Sample Report

Fund Summary Reports

The Fund Summary reports shows your budget vs. your actuals. These reports summarize your budgets, your sources of funds, uses of funds, and transfers including beginning and ending balances for a specific fiscal year. These reports can be run at 5 levels: Campus, Business Unit, Fund, Division, College / Area, and Department.